Florida Department of Financial Services

Planning, Accounting, and Ledger Management Project

Independent Verification & Validation

Monthly Assessment Report

October 2023

November 13, 2023

Contract: 80101507-21-STC

Engagement: C213E8

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Executive Summary

For the Monthly Assessment Report for October, the following list summarizes the key items the Florida PALM IV&V Team details in this report:

- The Florida PALM Project Schedule showed a decrease in the total number of delayed tasks and a positive increase in the Project's Schedule Performance Index (SPI).
- The Florida PALM IV&V Team interviewed five Agencies as part of Agency Outreach to better understand the impact of funding on Agency readiness and planning activities for the Florida PALM transition;
- Segment II Functional Designs completed on schedule, but Segments III and IV represent continued increases in complexity for the Florida PALM Project;

Focus Area Updates

The table below summarizes the Florida PALM IV&V Team's updates for the various focus areas since the last monthly assessment report. Detailed updates regarding these focus areas are provided in this document's Focus Area Updates section below. Some focus areas may be marked as Not Applicable (NA) as they have not started or there is no significant activity during this reporting period.

Table 1: Focus Area Updates

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
Overall Project Risk Indicator	Low Risk	Low Risk	The Florida PALM IV&V Team rates the overall Project Indicator as Low Risk but trending slightly towards Medium Risk because of Requirements and Design. While Segment II designs were completed 4 days ahead of schedule, there were delays during design work and it required a strong push at the end to meet the date. Segments III and IV are of greater complexity. Additionally, the Florida PALM IV&V Team will track the increased Agency involvement in the Florida PALM Project to assess the risk more effectively.
Project Management	Low Risk	Low Risk	The Florida PALM Project Schedule demonstrates a decrease in the total number of delayed tasks and an improvement in the overall Project's SPI. This demonstrates a stabilization of the workload and settling into the project schedule timelines and milestone dates.
Organizational Change Management	Low Risk	Low Risk	The Florida PALM IV&V Team notes the start of Tasks 500 – 504 which aim to improve Agency planning. As part of the Agency Outreach effort, the Florida PALM IV&V Team conducted four Agency interviews to discuss Agency readiness and funding. The IV&V Team has identified some preliminary trends and will be sharing the outcome in November 2023.

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
Requirements and Design	Medium Risk	Medium Risk	The Florida PALM Project Team conducted Design workshops to review Segment I Designs with the Agencies. These sessions were well attended and provided an effective forum to address any questions the Agencies had about the Designs. Additionally, the Florida PALM Project Team had detailed interface file review meetings with the Department of Management Services (DMS) and People First teams to review the individual interface fields.
			The Florida PALM Project Team completed Segment II Design 4 days ahead of schedule. However, the number of Functional Designs planned for Segment III and IV is much greater than either Segment I or II. Segment II had 73 Functional Designs but Segments III and IV have 116 and 120 Functional Designs planned respectively. Many of the Functional Designs associated with Segments III and IV are also related to payroll functionality. Because of the increased count of Functional Designs in upcoming Segments and the complexity of the Payroll functionality, the Florida PALM IV&V Team still considers this focus area to be a Medium Risk.
Development	NA	NA	The Development effort is expected to start in November 2023 after formal approval of the Ready to Start Build Stage Gate.
Testing	NA	NA	The Florida PALM IV&V Team will begin reporting progress once testing efforts start.
Conversion	NA	NA	The Florida PALM IV&V Team will begin reporting progress once conversion efforts start.
Implementation Readiness	NA	NA	The Florida PALM IV&V Team will begin reporting progress once implementation readiness efforts start.
Production Support	Low Risk	Low Risk	Production Support ran as expected in October. The Florida PALM IV&V Team is monitoring one of the open ServiceNow incidents, INC38993588, involving an outgoing $251 Million interbank transfer in January 2022 from a Wells Fargo account. This ticket was opened 10/19/23.

New Findings

No findings were opened in this reporting period.

Open Findings

Finding Number and Statement: Finding 12 – Inconsistency in Requirements Traceability.

Impact Update: Medium (Unchanged)

Probability Update: Medium (Unchanged)

Priority Update: Medium (Unchanged)

Status Update: The Florida IV&V Team provided a list of identified inconsistencies associated with D636 – Completion of Solution Design (Requirements) Segment I, which were addressed before the Deliverable's Acceptance. Additionally, the Florida PALM Project Team incorporated additional cross-checks between the Requirements Traceability Matrix (RTM), Reports, Interfaces, Conversions, Extensions, Forms, and Workflows (RICEFW), and Functional Designs before submitting the subsequent Completion of Solution Design deliverables. The Florida PALM IV&V Team will be evaluating the effectiveness of the additional cross-checks as part of reviewing D637 – Completion of Solution Design (Requirements) Segment II.

Closed Findings

No findings were closed in this reporting period.

Findings Metrics

The following shows the metrics related to IV&V Findings per month from July 2023.

IV&V New and Closed Findings By Month

Figure 1 shows Florida PALM IV&V Team Findings opened or closed by month since July 2023. IV&V will monitor progress as additional Findings are identified and whether the Florida PALM Project Team is actively addressing the Findings and recommendations in the future.
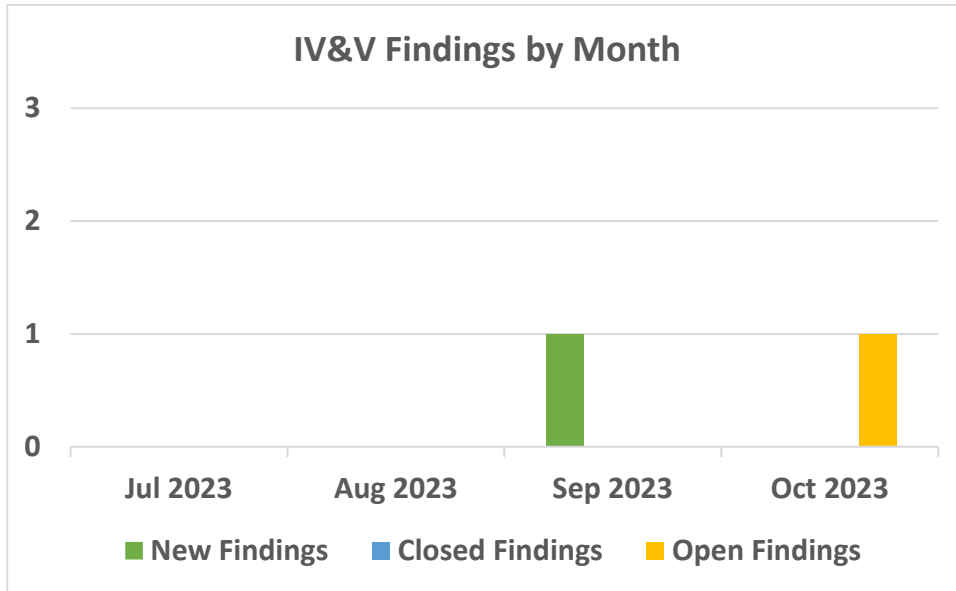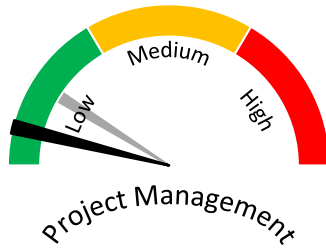

Figure 1: Florida PALM IV&V Findings Per Month

Focus Area Updates
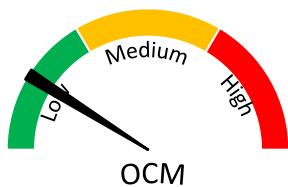
Project Management[1]

Project Schedule

The Florida PALM IV&V Team continues to assess the Florida PALM Project Schedule and is monitoring the late tasks. The overall SPI for the Project Schedule continues to stabilize and has improved to 0.93 as of October Month End. The Florida PALM IV&V Team also analyzed the details of the Month End, and the total number of delayed tasks has decreased to 180 total on the schedule. 172 of the 180 delayed tasks belong to D640 – Development of the Master Data Configuration Workbooks. This demonstrates an improvement, specifically to the Requirements and Design tasks in the Project Schedule. The Project Schedule demonstrates an ahead-of-schedule timeframe for the Segment II Functional Design. These improvements move the overall risk rating from mid-Green to low-Green.

There is one additional component to the Project Schedule that the Florida PALM Project and Florida PALM IV&V Teams are watching closely. Due to the way Microsoft Project automatically shifts start and finish date based on dependencies, there can be tasks which show as occurring earlier or later than their intended period. This may lead to an inaccurate assessment of the overall Project timeline. The Florida PALM Project Team is already investigating and attempting to resolve these discrepancies. There is no immediate risk to the key Project milestones, so the Florida PALM IV&V Team does not consider this a risk at this time.

Organizational Change Management

The Florida PALM Project Team published four Readiness Workplan tasks in October that are key to improving Agency planning and project management capabilities. These are:

- Task 500 – Create Agency Specific Project Charter
- Task 501 – Create Agency Specific Implementation Schedule
- Task 502 – Create Agency Specific Risks and Issues Management Plan, and
- Task 503 – Create Workforce Readiness Plan.

Creating these documents can help Agencies think about their plans for preparing for and implementing Florida PALM in a structured manner that Agency resources will be able to follow. Documented procedures reduce the risk and impact of turnover at Agencies due to providing a consistent vision that can be followed. The due date for these Tasks is December 15, 2023. The Florida PALM IV&V Team will examine the outcome and how it could impact planning efforts and Agency readiness.

Agency Readiness Interviews

The Florida PALM IV&V Team interviewed randomly selected Agencies in October as well as a fifth Agency on 11/2/23. The aim of these interviews was to better understand Agency funding

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[1] The dial would include this month's indicator as well as a shadow that shows the previous indicator rating, similar to what is provided in the current monthly assessment report template.

requests related to Florida PALM Readiness and solicit feedback on support for planning that the Agencies have received or would like to receive. Some of these Agencies played a large role in the CMS Wave while others did not. Prepared questions were used to guide conversation with Agencies but did not exclude other topics and questions from organically developing. As the interviews occurred after the completion of Design Segment I, the Florida PALM IV&V Team was also able to gather feedback on how the information shared so far has affected their decisions and what changes, if any, they would like to see. Results from these interviews are still being analyzed and will be shared in November 2023.

Requirements and Design
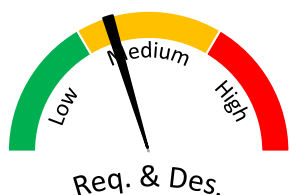
As with Segment I, the Florida PALM IV&V Team has been observing the Design sessions and monitoring progress toward drafting, review, and approval of the Segment II Designs. The Florida PALM IV&V Team observed that the Design sessions are well attended, and that key staff actively participate in the Design sessions. There is also an effective process to log and resolve Design options as part of the Design disposition process. The Design disposition process includes review of key Design dispositions with the Florida PALM Project Director, Division of Accounting and Audit (A&A), Office of Information Technology (OIT) and the Division of Treasury. Although the drafting and review of the Segment II Functional Designs had fallen behind schedule initially, the Florida PALM Project Team was able to make up ground and successfully completed Segment II Design 4 days ahead of schedule. In addition to completing Segment II ahead of schedule, the criteria for the first Stage Gate – Ready to Start Build are on track to be met. This is a major accomplishment for the Florida PALM Project Team.

During the month of October, the Florida PALM Project Team also conducted 2 days of Design workshops with the Agencies to review the Segment I Designs. The Florida PALM IV&V Team attended these sessions and found that they were well attended and provided an effective forum to address any questions the Agencies had about the Designs. The Florida PALM IV&V Team participated in the follow-up discussions around budget and disbursement related business processes that were aimed to address the questions discussed during these design workshops. The Florida PALM IV&V Team observed that these discussions addressed the follow-up questions which were focused on budget, disbursements and Chart of Accounts and helped the Agencies in understanding the design details and reduce any gaps in understanding the design and business process.

Additionally, the Florida PALM Project Team also had detailed Interface File Review Meetings with the Department of Management Services (DMS) and People First teams to review individual interface files and interface fields. The Florida PALM IV&V Team attended these meetings and found them to be effective in identifying and clarifying specific data elements and conditions that need to be considered. Several decisions and action items were logged in the Risk, Action Item, Issue, and Decision (RAID) Log during these sessions so that the specifics regarding the interface fields can be fully clarified and finalized.

Although the Florida PALM Project did successfully complete Segment II 4 days ahead of schedule, the number of Functional Designs planned for Segment III and IV is much greater than either Segment I or II. Segment II had 73 Functional Designs but Segments III and IV have 116 and 120 Functional Designs planned. Many of the Functional Designs associated with Segments III and IV are also related to payroll functionality (See Key Metrics and Analysis Section). Payroll functionality is particularly complex and although many of the interfaces have already been discussed, there is a potential risk to the Florida PALM Project. Because of the increased count

of Functional Designs in upcoming Segments and the complexity of the payroll functionality, the Florida PALM IV&V Team still considers this focus area to be a Medium Risk.

Testing

The Florida PALM IV&V Team will begin reporting progress once testing efforts start.

Production Support
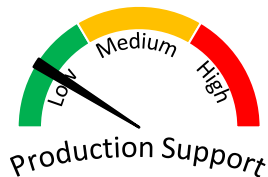
The production system ran within accepted standards for October. There have been no reported outages in the production environment for this month. The production environment shows no changes during this reporting period.

The Florida PALM IV&V Team is monitoring one of the open ServiceNow incidents, INC38993588. The incident, created 10/19/23, involves an outgoing $251 Million interbank transfer in January 2022 from a Wells Fargo account. There was no offsetting debit transaction recorded which led to there being an unreconciled amount. The bank statement transaction was reconciled but was itself not reconciled to any Florida PALM system transaction. The root cause is believed to be a denied correction. The IV&V Team will continue to monitor the activities on this incident.

There is testing being performed in lower environments for PeopleSoft Update Manager 47. These objects are planned to be moved to the production environment in January 2024.

No new hardware or software deployments were reported for this reporting period.

Key Metrics or Analysis

This section provides metrics used by the Florida PALM IV&V Team to assess processes or activities.

Requirement and Design Metrics

How Requirements Are Met by Wave

The diagram in Figure 2 shows how requirements are met, and which are associated with each implementation wave. This metric is derived from the Requirements Traceability Matrix (RTM) working version as of 10/31/23. The metric indicates that most requirements will be implemented with the Financials/ Payroll Wave (66%). Also, about 67% are met through either configuration or delivered PeopleSoft functionality. This illustrates the overall scope of the Financials/Payroll wave and the effort to use delivered functionality when possible.

How Requirements Are Met By Wave

	CMS	CMS, Financials	Financials	Payroll	Optional Services
■ TBD			13		24
■ RICEFW Item	85	63	581	112	176
■ DW			121		41
■ Configuration/Delivered	418	8	1377	127	473
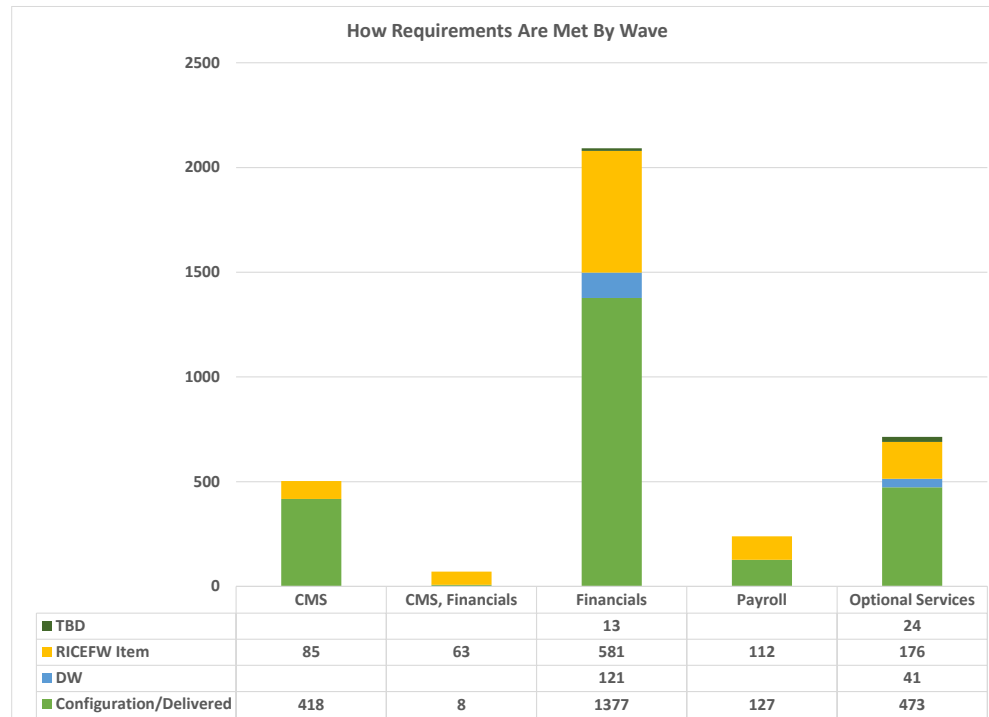
Figure 2: How Requirements Are Met by Wave

RICEFW Counts Over Time

The diagram in Figure 3 compares snapshots of the Reports, Interfaces, Conversions, Extensions, Forms, and Workflows (RICEFW) inventory over time. It is based on the RICEFW inventory working file. Overall, there have not been any significant increases in the number of RICEFW items. The total count of RICEFW items has decreased by 1.1% since the end of May 2023. This indicates that the scope of the RICEFW items is well controlled.

RICEFW Counts over Time

	31-May	30-Jun	31-Jul	31-Aug	15-Sep	30-Sep	31-Oct
Workflow	31	35	35	35	32	35	32
Form	18	24	22	21	17	20	17
Extension	105	99	102	102	103	104	108
Conversion	43	44	37	37	37	36	37
DW Extract	0	6	6	6	6	6	6
Interface	191	187	173	172	173	173	173
Report	274	268	274	268	282	268	282
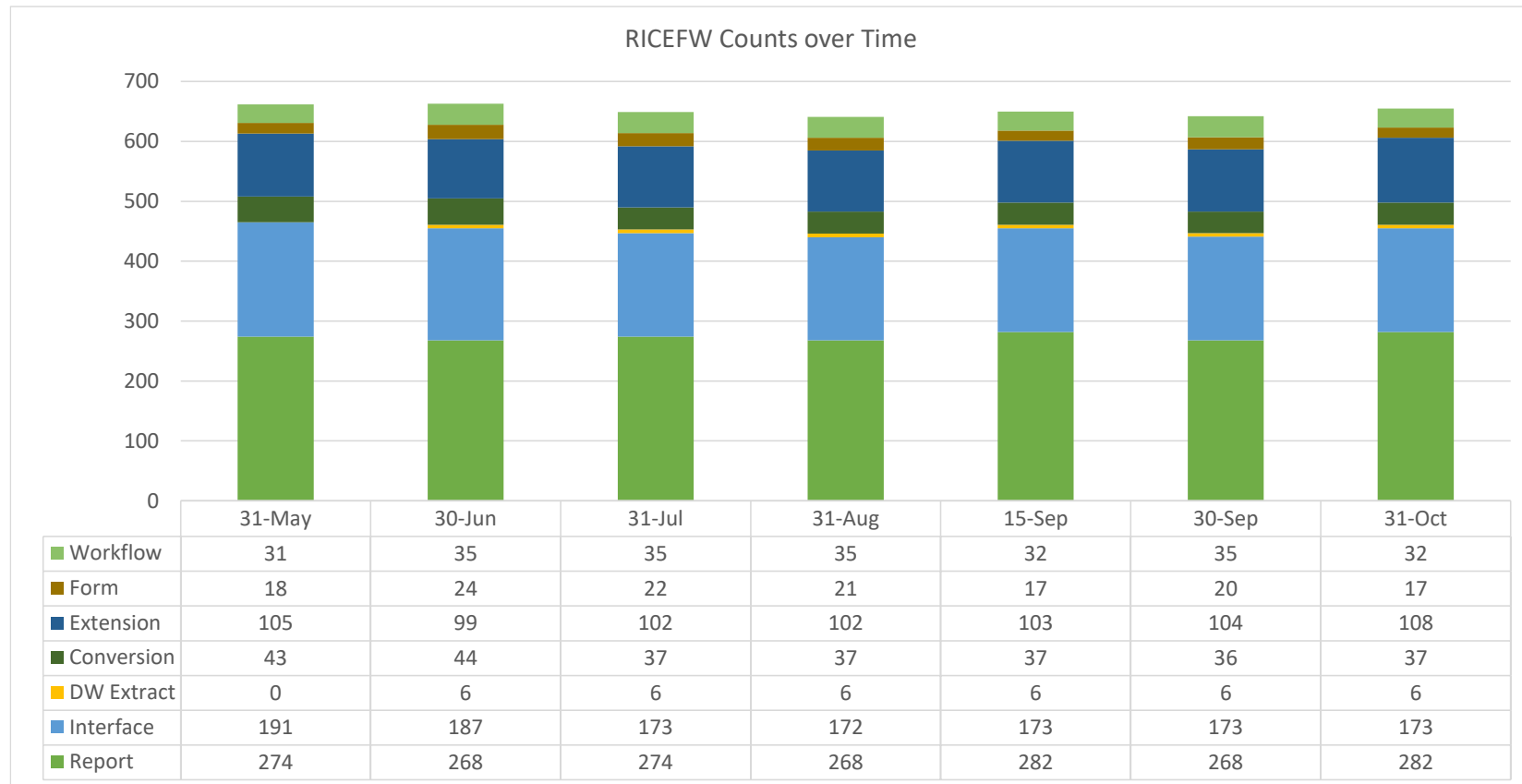
Figure 3: RICEFW Counts Over Time

Planned versus Actual Segment II Approvals

The diagram in Figure 6]4 compares the planned count of Segment II Functional Designs that should have been approved by 10/31/2023 versus the actual number that have been approved. The diagram illustrates that the Florida PALM Project met the goal for the Ready To Start Build Stage Gate on the week of 10/19/2023. Also, the Project was able to overcome the previous delays and increase the pace of Functional Design approvals to finish on schedule. A lot of effort was made by the Team Managers, Architects, and Project Director to thoroughly review the Functional Designs, especially during October.

Through Completion of Final Approval (Planned Vs Actual)

	1-Sep	8-Sep	15-Sep	22-Sep	29-Sep	6-Oct	13-Oct	19-Oct	27-Oct	31-Oct
Planned Final Approval Complete	0	0	3	14	24	37	51	63	71	73
Actual Final Approval Complete	0	0	1	6	15	23	27	42	63	73
Stage Gate Target	36.5	36.5	36.5	36.5	36.5	36.5	36.5	36.5	36.5	36.5
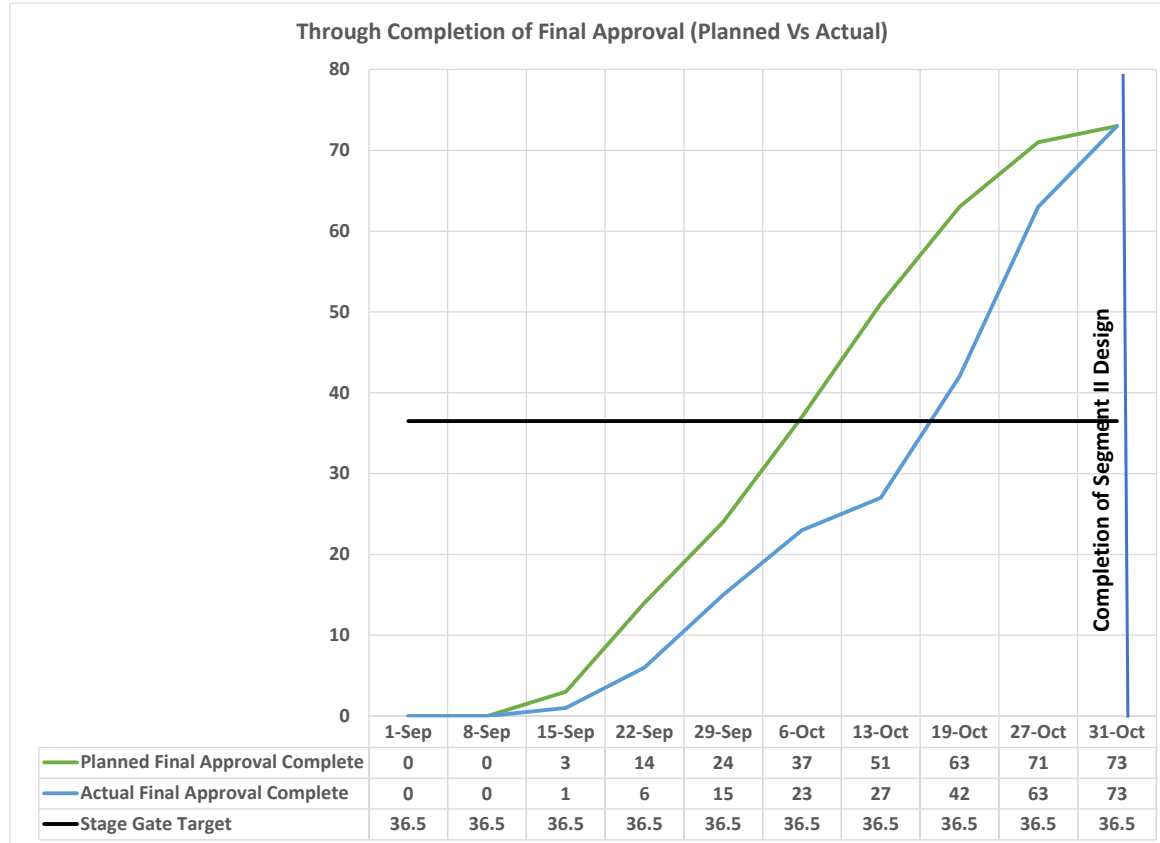
Figure 4: Planned vs Actual Segment II Approval

Changes to Counts of Functional Designs Per Segment

The diagram in Figure 5 compares the expected count of Functional Designs in each Segment and how they have changed over time. Overall, the diagram shows that the count of Functional Designs decreased in Segment II and has dramatically increased for Segments III and IV. Additionally, Project Change Requests (PCRs) may be required for some of the proposed Functional Designs associated with Segments III and IV as they are new extensions and would require project director approval.

Functional Designs Per Segment

	DW/BI	Segment I - D636	Segment II - D637	Segment III	Segment IV
31-Jul	103	53	85	89	98
31-Aug	103	52	88	90	99
30-Sep	103	52	81	96	103
31-Oct	101	52	73	116	120
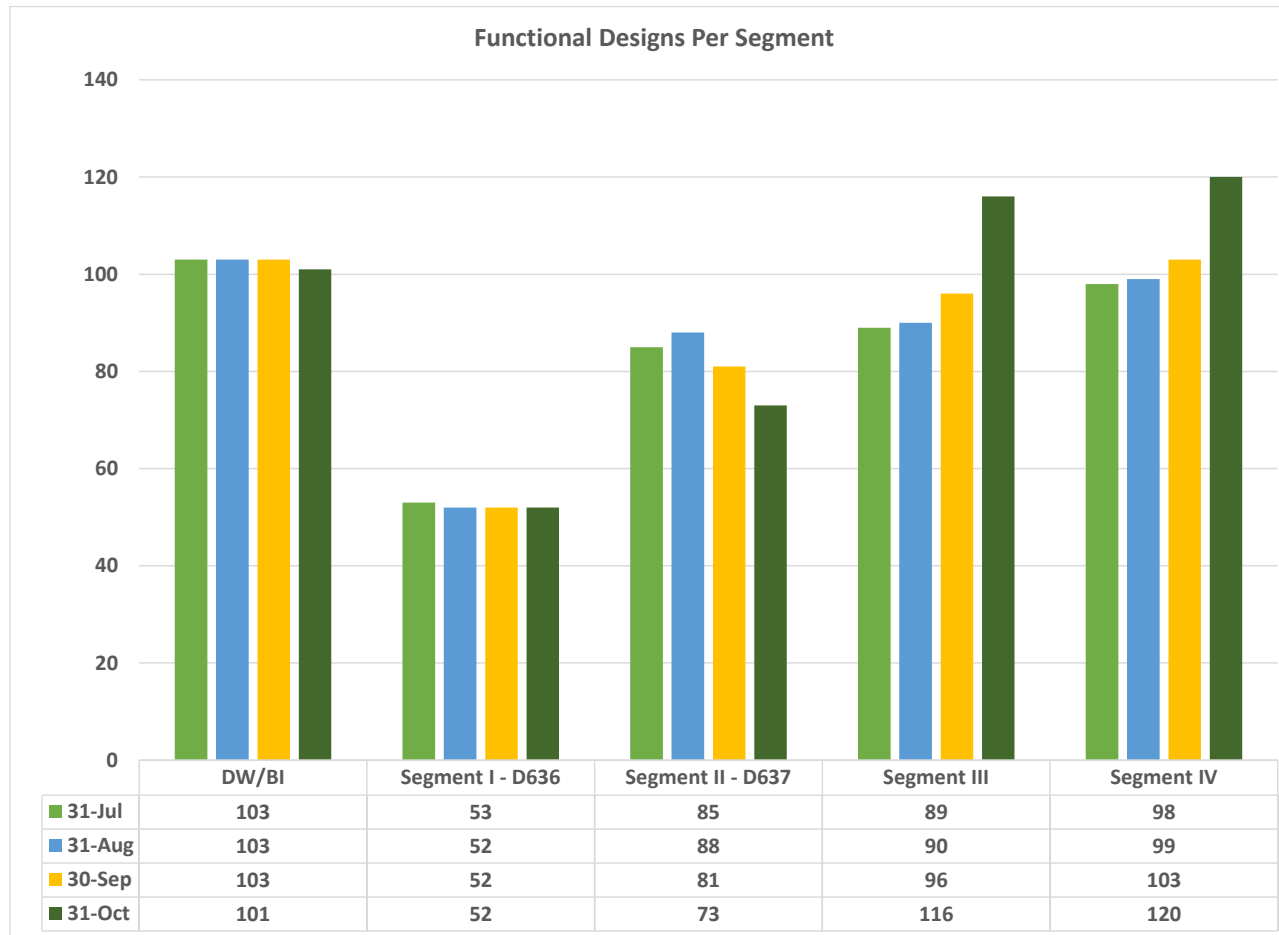
Figure 5: Changes to Count of Functional Design per Segment

Financials Versus Payroll Wave Functional Designs for Segment III and IV

The diagram in Figure 6 shows how many Functional Designs for Segments III and IV are associated with Payroll or Financials. Most of the Functional Designs for Payroll will be in Segments III and IV and this functionality can be very complex. Also, additional Functional Designs have been identified in the Payroll area that will need to go through the PCR process.

Segment III and IV Functional Designs Per Wave

	Segment III	Segment IV
Payroll	54	74
Financials	62	46
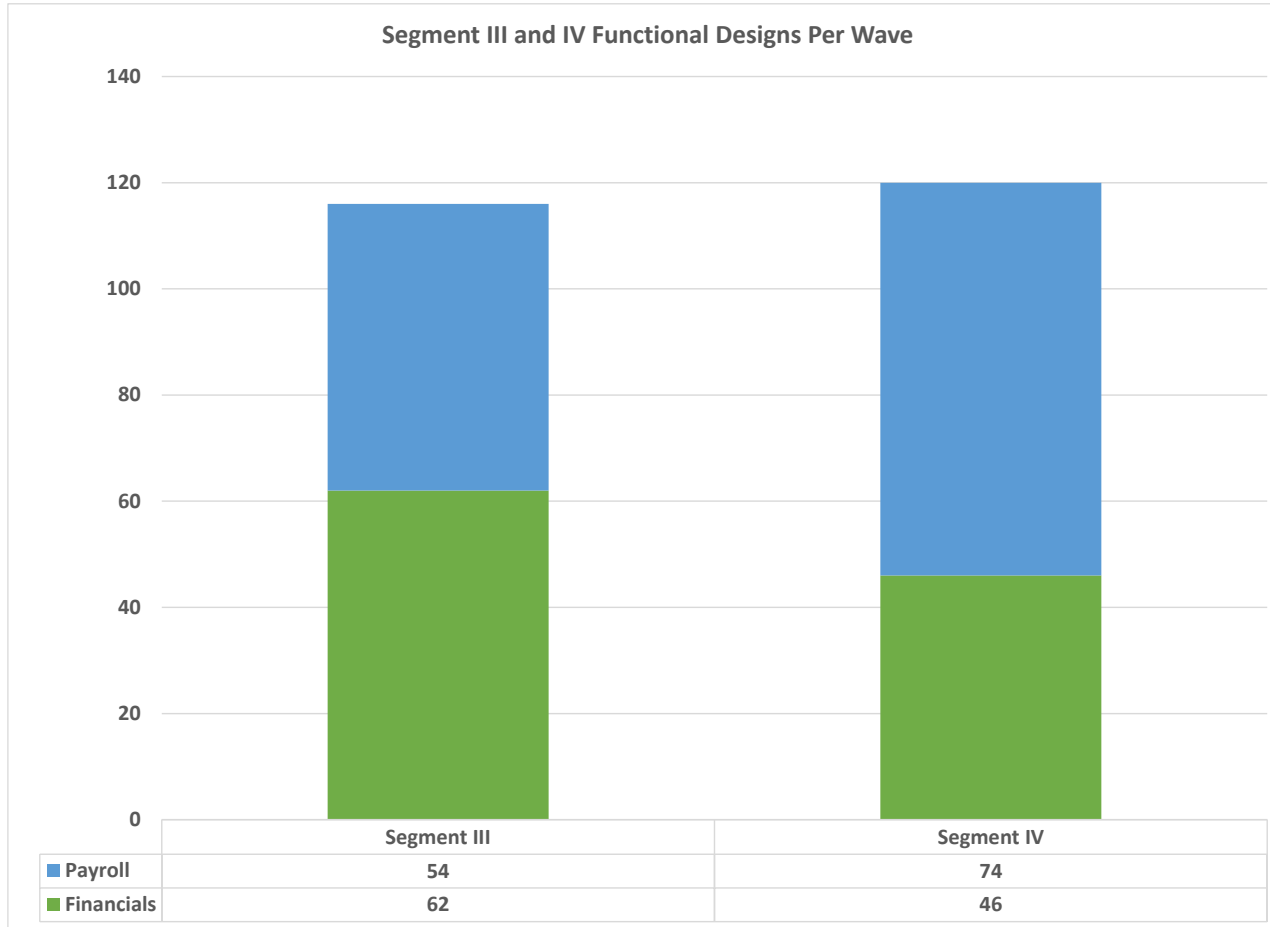
Figure 66: Financials Versus Payroll Functional Designs in Segments III and IV

IV&V Upcoming Schedule of Activities

Requirements and Design

- Continue review and analysis of Design Work Unit Tracker, RICEFW Inventory, and RTM.
- Continue development and updates of metrics to track Segment III Design.
- Participate in Functional Design sessions.
- Review Functional Design Specifications.
- Florida PALM IV&V Stage Gate Review – Ready to Start Build
- Review of D637 – Completion of Solution Design (Requirements) Segment II; and
- Compile a list of Lifecycle Management tools to streamline requirements management, test preparation, and execution activities.

Testing

- The Florida PALM IV&V Testing Team is planning on attending the ongoing Design Sessions focused on Segment III.

Organizational Change Mangement

- The Florida PALM IV&V Team will deliver the results of the Agency outreach in November 2023.

IV&V Information Requests

The table below includes the outstanding Florida PALM IV&V Team information requests from the Florida PALM Project Team.

Table 2: IV&V Information Requests

Information Request	Date of Request	Status
None	None	None

Appendix A – Meetings Attended

The table below shows the meetings the Florida PALM IV&V Team attended during the period.

Meeting Name	Date	Start Time	End Time	Location
Payments and Assets Team Planning Meeting	10/2/2023	8:30 AM	9:00 AM	Online
Functional Operational Team Meeting	10/2/2023	1:15 PM	2:00 PM	Online
EPA Team Weekly Meeting	10/2/2023	2:00 PM	4:00 PM	Online
TRP Working Session	10/2/2023	2:05 PM	4:00 PM	Online
Florida PALM Segment I Design Workshop: Budget Mgmt. / Cash Ctrl.	10/3/2023	9:00 AM	5:00 PM	In-person
PMO Weekly Touchpoint	10/3/2023	3:00 PM	4:00 PM	Online
Florida PALM Segment I Design Workshop: Disbursements Management	10/4/2023	9:00 AM	5:00 PM	In-person
TRP Agency Config Workbook planning	10/4/2023	10:00 AM	12:00 PM	Online
AP/PO Pre-FD/FD Discussion	10/5/2023	8:30 AM	10:30 AM	Online
Ticket Triage Meeting - agenda added	10/5/2023	9:30 AM	10:00 AM	Online
Payroll LEG-Florida PALM Discussion	10/5/2023	10:00 AM	12:00 PM	Online
DMA Payroll - State Active Duty & Florida State Guard	10/5/2023	1:00 PM	2:30 PM	Online
Florida PALM Disposition Discussions with A&A/OIT/Treasury	10/5/2023	2:00 PM	2:30 PM	Online
Payroll Team Meeting	10/5/2023	3:00 PM	5:00 PM	Online
Florida PALM Change Advisory Board (CAB) Meeting	10/5/2023	3:30 PM	4:00 PM	Online
Payroll Draft Review (PRI016, PRI003, PRI006 and PRI017)	10/6/2023	8:30 AM	10:00 AM	Online
AP/PO Pre-FD/FD Discussion	10/6/2023	10:00 AM	11:30 AM	Online
Cross Team Collaboration	10/6/2023	1:00 PM	2:30 PM	Online
Design Planning Discussion	10/6/2023	2:30 PM	5:00 PM	Online

Meeting Name	Date	Start Time	End Time	Location
1099 Discussion with DFS Risk Management and Treasury Bureau of Collateral Management	10/9/2023	10:00 AM	12:00 PM	Online
Functional Operational Team Meeting	10/9/2023	1:00 PM	2:00 PM	Online
Follow-Up Payroll LEG-Florida PALM Discussion	10/9/2023	2:00 PM	3:00 PM	Online
EPA Team Weekly Meeting	10/9/2023	3:00 PM	4:00 PM	Online
TRP Working Session	10/9/2023	2:05 PM	4:00 PM	Online
AP/PO Pre-FD/FD Discussion	10/10/2023	8:00 AM	9:30 AM	Online
AP/PO Enterprise-Florida PALM Meeting	10/10/2023	10:00 AM	11:30 AM	Online
Tuesday Task Talk	10/10/2023	10:00 AM	10:30 AM	Online
PC Config items	10/10/2023	10:00 AM	11:00 PM	Online
LMC Weekly Round Up	10/10/2023	11:00 AM	12:00 AM	Online
Florida PALM Disposition Discussions with A&A/OIT/Treasury	10/10/2023	1:00 PM	2:30 PM	Online
Payroll Accounting Config	10/10/2023	2:30 PM	5:00 PM	Online
AM FD Discussion - AMR023 Asset Depreciation Forecast Report	10/11/2023	8:00 AM	9:30 AM	Online
CRAIDL Meeting	10/11/2023	8:00 AM	9:00 AM	Online
Disposition Meeting	10/11/2023	10:00 AM	12:00 PM	Online
Florida PALM/OFFE Training Touchpoint	10/11/2023	11:00 AM	12:00 PM	Online
Follow-Up on Budget Topics from Design Workshops	10/11/2023	2:00 PM	5:00 PM	Online
Document360 Best Practices and Installation	10/12/2023	9:00 AM	9:30 AM	Online
AP/PO Pre-FD/FD Discussion	10/12/2023	10:00 AM	11:30 AM	Online
Payroll Team Meeting	10/12/2023	1:00 PM	2:00 PM	Online
FD Review Session: POI003 Inbound Encumbrance Web Service	10/12/2023	3:00 PM	4:30 PM	Online

Meeting Name	Date	Start Time	End Time	Location
Florida PALM Change Advisory Board (CAB) Meeting	10/12/2023	3:30 PM	4:00 PM	Online
AP/PO Pre-FD/FD Discussion	10/13/2023	8:00 AM	9:30 AM	Online
Tech Team Review	10/13/2023	8:30 AM	9:00 AM	Online
EPA Team AM Working Session	10/13/2023	9:30 AM	11:00 AM	Online
Biweekly PCG/Accenture Connect	10/13/2023	1:00 PM	1:30 PM	Online
Design Disposition Discussions	10/13/2023	2:30 PM	5:00 PM	Online
Review FCO AC Presentation	10/16/2023	9:30 AM	10:30 AM	Online
Functional Leads Touchpoint	10/16/2023	10:30 AM	11:30 AM	Online
Bank Security	10/16/2023	11:30 AM	12:00 PM	Online
Functional Operational Team Meeting	10/16/2023	1:00 PM	2:00 PM	Online
EPA Team Weekly Meeting	10/16/2023	2:00 PM	4:00 PM	Online
TRP Working Session	10/16/2023	2:05 PM	4:00 PM	Online
Review 90.3 Create and Manage Contracts	10/16/2023	4:00 PM	5:00 PM	Online
AP/PO Pre-FD/FD Discussion	10/17/2023	8:30 AM	10:00 AM	Online
Payroll Configuration Meeting W/BOSP	10/17/2023	10:00 AM	11:00 AM	Online
DFS Bureau of Collateral Management and Florida PALM 1099 Discussion	10/17/2023	11:00 AM	12:00 PM	Online
DEM Florida PALM Touchpoint	10/17/2023	11:00 AM	12:00 PM	Online
Weekly PUM Upgrade Touchpoint Meeting	10/17/2023	12:30 PM	1:00 PM	Online
Florida PALM Disposition Discussions with A&A/OIT/Treasury	10/17/2023	1:00 PM	2:00 PM	Online
LEG/Florida PALM Readiness Touchpoint Meeting	10/17/2023	2:00 PM	3:00 PM	Online
Project Director Design Dispositions	10/17/2023	3:00 PM	5:00 PM	Online

Meeting Name	Date	Start Time	End Time	Location
People First Prep Meeting	10/18/2023	8:00 AM	10:00 AM	Online
Conversions/Data Readiness	10/18/2023	9:00 AM	10:00 AM	Online
AP/PO Pre-FD/FD Discussion	10/18/2023	1:00 PM	2:00 PM	Online
Inter/IntraUnit Team Meeting	10/18/2023	2:00 PM	4:00 PM	Online
Payroll Configuration Meeting	10/18/2023	2:00 PM	4:00 PM	Online
AP/PO PRE-FD/FD Discussion	10/18/2023	4:00 PM	5:00 PM	Online
FD Review Session: POI003 Inbound Encumbrance Web Service	10/19/2023	9:00 AM	10:30 AM	Online
AP/PO BPM Review	10/19/2023	10:30 AM	12:00 PM	Online
Payroll Team Meeting	10/19/2023	1:00 PM	2:00 PM	Online
Florida PALM Disposition Discussions with A&A/OIT/Treasury	10/19/2023	2:00 PM	4:00 PM	Online
Working Session for KC Articles	10/20/2023	10:00 AM	11:00 AM	Online
DBPR/FL PALM Monthly Readiness Touchpoint Meeting	10/20/2023	11:00 AM	12:00 PM	Online
FDACS/FL PALM Monthly Readiness Touchpoint Meeting	10/20/2023	1:00 PM	2:00 PM	Online
Design Planning Discussion	10/20/2023	2:30 PM	5:00 PM	Online
EPA Team BPM Review	10/23/2023	10:00 AM	11:30 AM	Online
Functional Operational Team Meeting	10/23/2023	1:00 PM	2:00 PM	Online
DOEA/PALM Monthly Touchpoint	10/23/2023	1:00 PM	2:00 PM	Online
Payroll Team RICEFW Review - Continued	10/23/2023	2:00 PM	4:00 PM	Online
FLHSMV Hireback file	10/24/2023	10:00 AM	11:00 AM	Online
Weekly PUM Upgrade Touchpoint Meeting	10/24/2023	12:30 PM	1:00 PM	Online
Payroll Accounting Configuration	10/24/2023	2:30 PM	5:15 PM	Online

Meeting Name	Date	Start Time	End Time	Location
PMO Weekly Touchpoint	10/24/2023	3:00 PM	4:00 PM	Online
FDC & FCOR Readiness Touchpoint Meeting	10/24/2023	3:00 PM	4:00 PM	Online
Florida PALM and People First Follow-up Sessions	10/25/2023	8:30 AM	5:00 PM	Online; In-person
FSDB/PALM Monthly Touchpoint Meeting	10/25/2023	10:00 AM	11:00 AM	Online
Florida PALM/OFFE Training Touchpoint	10/25/2023	11:00 AM	12:00 PM	Online
Florida PALM Executive Steering Committee Meeting	10/25/2023	2:00 PM	4:00 PM	In-person
Inter/IntraUnit Team Meeting	10/25/2023	2:00 PM	4:00 PM	Online
STMS/PALM Monthly Touchpoint	10/25/2023	2:00 PM	3:00 PM	Online
FDLE Readiness Touchpoint Meeting	10/25/2023	3:00 PM	4:00 PM	Online
Florida PALM and People First Follow-up Sessions	10/26/2023	8:30 AM	5:00 PM	Online
Project Management Liaison Forum	10/26/2023	9:00 AM	11:00 AM	In-person
Ticket Triage Meeting	10/26/2023	9:30 AM	10:30 AM	Online
DVA Readiness Touchpoint	10/26/2023	11:00 AM	12:00 PM	Online
Change Management and Training Liaison Forum	10/26/2023	2:00 PM	4:00 PM	In-person
Florida PALM and People First Follow-up Sessions	10/27/2023	8:30 AM	11:30 AM	Online; In-person
Tech Team Review	10/27/2023	8:30 AM	9:00 AM	Online
FGCC/FL PALM Monthly Readiness Touchpoint Meeting	10/27/2023	10:00 AM	11:00 AM	Online
DMA Readiness Touchpoint with Florida PALM	10/26/2023	11:00 AM	12:00 PM	Online
Payroll Team Meeting	10/27/2023	1:00 PM	2:30 PM	Online
Earnings & Deduction to Account Mapping	10/27/2023	2:30 PM	4:30 PM	Online
Design Planning Discussion	10/27/2023	2:30 PM	5:00 PM	Online

Meeting Name	Date	Start Time	End Time	Location
Functional Operational Team Meeting	10/30/2023	1:00 PM	2:00 PM	Online
EPA Team Weekly Meeting	10/30/2023	2:00 PM	4:00 PM	Online
EPA Team Weekly Meeting: Solution Design workshop	10/31/2023	8:30 AM	10:00 AM	Online
LMC Weekly Round Up	10/31/2023	9:30 AM	11:00 AM	Online
Weekly PUM Upgrade Touchpoint Meeting	10/31/2023	1:30 PM	2:00 PM	Online
EPA Team Working Session: Solution Design Workshop	10/31/2023	2:00 PM	3:00 PM	Online
CM Interface Review (CMI004, CMI013)	10/31/2023	2:00 PM	3:00 PM	Online
Project Director Design Dispositions	10/31/2023	3:00 PM	5:00 PM	Online

Appendix B – Meetings Conducted

The table below shows the Florida PALM IV&V Team's meetings during the period.

Meeting Name	Date	Start Time	End Time	Location	Attendee(s)
Florida PALM IV&V Monthly Report DED Review	10/2/2023	3:30 PM	4:00 PM	Online	Florida PALM Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Nicolle Suvada Hannah Sorber John Gunnufsen Preethi Kembhavi Sivani Pogulakonda Sebastian Lende
Review Florida PALM IVV Q1 Lessons Learned Report	10/5/2023	8:00 AM	8:30 AM	Online	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Nicolle Suvada Hannah Sorber John Gunnufsen Srikanth Durvasula Preethi Kembhavi Sebastian Lende
Florida PALM IV&V September Monthly Report Review	10/11/2023	1:00 PM	2:00 PM	Online	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Deputy Nicolle Suvada Hannah Sorber John Gunnufsen Srikanth Durvasula Preethi Kembhavi Rick Huff Sujith Vanga Sebastian Lende

Meeting Name	Date	Start Time	End Time	Location	Attendee(s)
Florida PALM IV&V October Mid-Month Report Review	10/18/2023	1:00 PM	1:30 PM	Online	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Nicolle Suvada Hannah Sorber John Gunnufsen Srikanth Durvasula Preethi Kembhavi Sebastian Lende
Florida PALM IV&V Stage Gate DED Review	10/18/2023	1:30 PM	2:00 PM	Online	DMS IV&V Contract Manager Nicolle Suvada Hannah Sorber John Gunnufsen Preethi Kembhavi Sebastian Lende
Florida PALM IV&V Team Agency Readiness Outreach - Agency A	10/19/2023	9:30 AM	10:30 AM	Online	Agency Staff Agency Staff Agency Staff Agency Staff Nicolle Suvada Christi Jella Sebastian Lende
Florida PALM IV&V Team Agency Readiness Outreach - Agency B	10/19/2023	10:30 AM	11:00 AM	Online	Agency Staff Agency Staff Agency Staff Nicolle Suvada Christi Jella Sebastian Lende
Florida PALM IV&V Team Agency Readiness Outreach - Agency C	10/19/2023	3:30 PM	4:00 PM	Online	Agency Staff Agency Staff Nicolle Suvada Christi Jella Sebastian Lende

Meeting Name	Date	Start Time	End Time	Location	Attendee(s)
Florida PALM IV&V Team Agency Readiness Outreach - Agency D	10/23/2023	3:00 PM	4:00 PM	Online	Agency Staff Agency Staff Agency Staff Nicolle Suvada Christi Jella Sebastian Lende
Stage Gate Assessment Report DED Review and Criteria Discussion	10/24/2023	9:00 AM	9:30 AM	Online	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Nicolle Suvada Hannah Sorber John Gunnufsen Srikanth Durvasula Sujith Vanga Sebastian Lende
PALM IV&V Status Meeting	10/25/2023	4:45 PM	6:00 PM	In-person	DMS IV&V Contract Manager Nicolle Suvada

Appendix C – Documents Reviewed

The table below shows documents the Florida PALM IV&V Team reviewed during the period.

Document Name	Date	Version
D636 – Completion of Solution Design (Requirements) Segment I	10/16/23	1.0
D637 – Completion of Solution Design (Requirements) Segment II	10/31/23	Working
Florida PALM Project Schedule End of Month October	10/31/23	1.0
RICEFW Inventory	10/6/23	Working
RTM Working	10/6/23	Working
FD Segment Analysis	10/6/23	Working
Design Work Unit Tracker	10/6/23	Working
RICEFW Inventory	10/13/23	Working
RTM Working	10/13/23	Working
FD Segment Analysis	10/13/23	Working
Design Work Unit Tracker	10/13/23	Working
RICEFW Inventory	10/20/23	Working
RTM Working	10/20/23	Working
FD Segment Analysis	10/20/23	Working
Design Work Unit Tracker	10/20/23	Working
RICEFW Inventory	10/27/23	Working
RTM Working	10/27/23	Working
FD Segment Analysis	10/27/23	Working
Design Work Unit Tracker	10/27/23	Working
RICEFW Inventory	10/31/23	Working
RTM Working	10/31/23	Working
FD Segment Analysis	10/31/23	Working
Design Work Unit Tracker	10/31/23	Working

Appendix D – IV&V Documents Delivered

The table below shows documents the Florida PALM IV&V Team delivered during the period.

Document Name	Date	Version	Delivered Date	Follow Up Required
Florida PALM IVV Lessons Learned Report for Reporting Period 07012023 - 09202023	9/20/23	1.0	10/5/23	None
Florida PALM IVV Monthly Assessment Report September 2023	10/11/23	1.0	10/11/23	None
Florida PALM IV&V Mid-Month Progress Report October 2023	10/18/23	1.0	10/18/23	None

Appendix E – Risk Priority Matrix

The Florida PALM IV&V Analysts will use the following table to assign a Risk probability rating to each identified Risk.

Risk Probability Rating	Probability of Occurrence	Probability Description
1	Improbable	Risk has between a 1%-19% likelihood of occurring.
2	Unlikely	Risk has between a 20%-39% likelihood of occurring.
3	Possible	Risk has between a 40%-59% likelihood of occurring.
4	Likely	Risk has between a 60%-79% likelihood of occurring.
5	Probable	Risk has between an 80%-99% likelihood of occurring.

The Risk Impact Criteria the Florida PALM IV&V Analysts will use to assign a Risk impact rating to each identified Risk are described in the table below.

Risk Impact Rating	Magnitude of Impact	Impact Description
1	Negligible	Risk will have an impact so small that it can be ignored when studying the larger effect.
2	Minor	Risk will have a small impact on the Project that should not be ignored when studying the larger effect.
3	Moderate	Risk will have a noticeable impact on the Project.
4	Significant	Risk will have a large impact on the Project
5	Critical	Risk will have a large impact and may jeopardize the success of the Project.

The table below outlines the Risk Priority Ratings for a Finding based on a combination of impact and probability of occurrence.

Probability of Occurrence	Magnitude of Impact				
	Negligible 1	Minor 2	Moderate 3	Significant 4	Critical 5
Probable 5			High		
Likely 4					
Possible 3		Medium			
Unlikely 2					
Improbable 1	Low				

The table below defines the levels of the Risk Priority Ratings.

Rating	Definition
High	The possibility of substantial impact on product quality manageability cost or schedule. Major disruption is likely, and the consequences would be unacceptable. A different approach is required. Mitigation strategies should be evaluated and acted upon immediately.
Medium	The possibility of moderate impact to product quality manageability cost or schedule. Some disruption is likely, and a different approach may be required. Mitigation strategies should be evaluated and implemented as soon as feasible.
Low	The possibility of a slight impact to product quality manageability cost or schedule. Minimal disruption is likely, and some oversight is needed to ensure that it remains low. Mitigation strategies should be evaluated and considered for implementation when possible.